

POLISH AMERICAN FAMILY FESTIVAL & COUNTRY FAIR
NATIONAL SHRINE OF OUR LADY OF CZESTOCHOWA

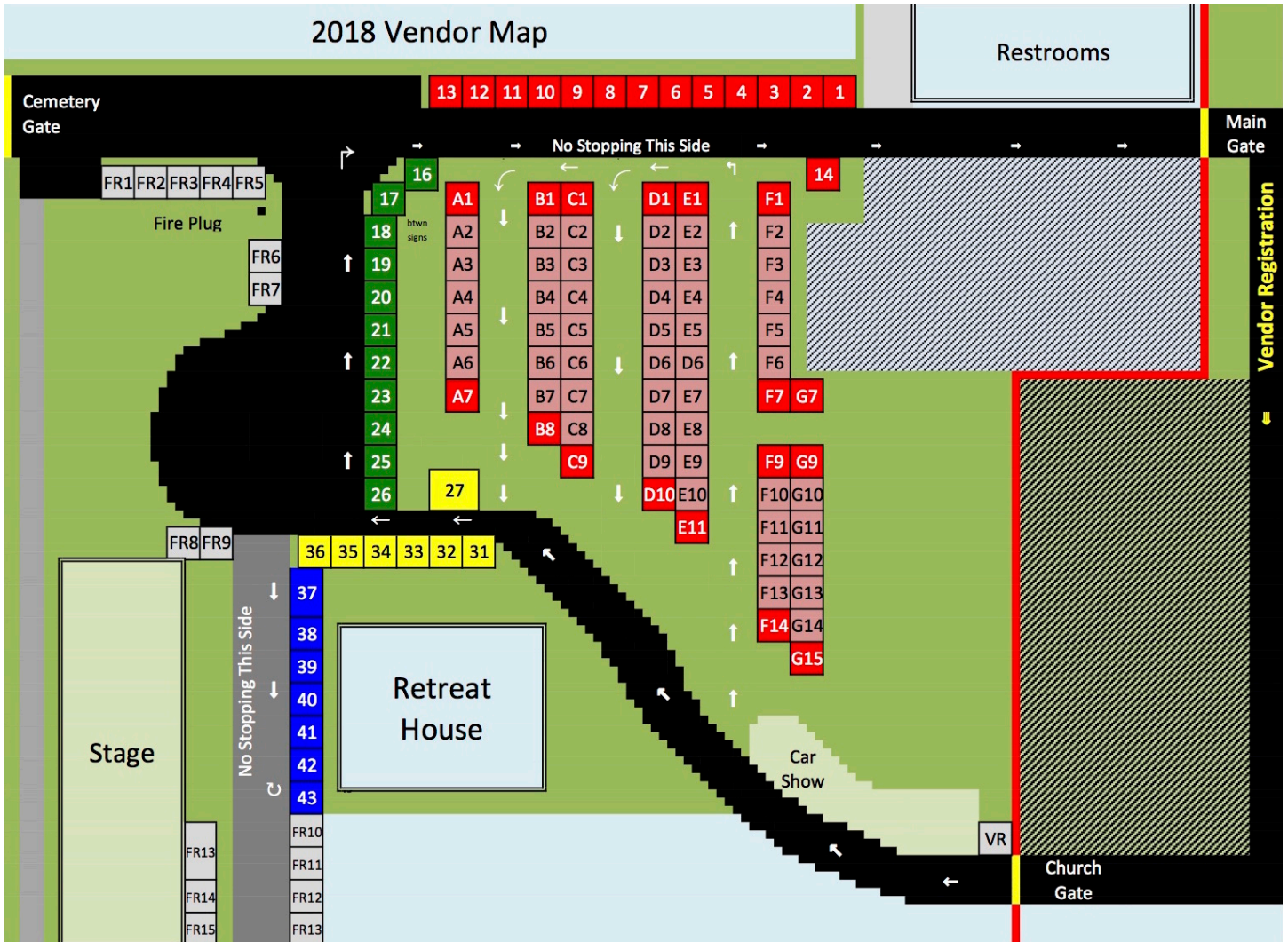
INSTRUCTIONS:

PLEASE FOLLOW THESE INSTRUCTIONS IN THE ORDER LISTED

- 1) Do not contact the Shrine office with questions
- 2) Review the Vendor Map and Prices
- 3) Contact the Vendor Manager by phone or eMail to determine if the location you are seeking is available (*contact information is on the form*)
- 4) Wait for an agreed upon space to be determined to receive your Reservation Agreement. Do NOT submit your application until you have received your Reservation Agreement. Spaces change daily, and space requests are process in the order received. Submitting an Application without receiving the Reservation Agreement will delay processing and the space you are seeking may not be available.
- 5) Once you receive the Reservation Agreement, complete the **Vendor Information Sheet**
- 6) Complete the **Location Selection Sheet**, indicating the agreed upon location(s), and any additional tables, tents or badges needed.
- 7) Sign the **Rules and Regulations** and **Hold Harmless Agreement** and **Vehicle Restriction and Tent Inspection Acknowledgement** forms
- 8) eMail your completed forms to **VendorMgr@polishamericanfestival.org**.
Alternately, please mail your completed forms to:
Dan Chmielewski
214 Wayside Drive
Warrington, PA 18976
- 9) Do not send a payment yet.
- 10) Once your application is approved, you will receive an invoice
- 11) Mail the invoice, with payment, to the address on the invoice.

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The arrows indicate the traffic flow and must be followed



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2018 Vendor Information Sheet

ALL INFORMATION IS REQUIRED

Contact Name: _____

Business Name: _____

Contact Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Your Canopy size: _____

PLEASE LIST IN DETAIL THE ITEMS WHICH YOU INTEND TO SELL OR DISPLAY:

FESTIVAL PRICING:

Vendor Applications and locations will be processed in the order received. Prices are based on location, amenities and differ per weekend. Vendors requiring additional space may rent additional locations.

- A table and chair set may be rented per weekend (one 8' table, two chairs).
- 10'x10' canopies may be rented per weekend (in some cases, 10'x20' canopies may be provided, to be shared with adjacent spaces, in place of 10'x10' canopies, at the discretion of the Festival Committee).
- Some locations include a canopy and/or electricity (please refer to the order form).

DATES AND HOURS:

Weekend 1:

- September 1, 2018: Hours: 12pm-8pm
- September 2, 2018: Hours: 12pm-8pm
- September 3, 2018: Hours: 12pm-8pm

Weekend 2:

- September 8, 2018: Hours: 12pm-8pm
- September 9, 2018: Hours: 12pm-8pm

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Contact/Business Name: _____

2018 Rules and Regulations

- The Festival Committee reserves the right to accept or reject any application.
- Reservation payments are non-refundable once your payment is submitted.
- Gates to the festival are not secured overnight, and there is **no overnight security patrol** in the area. Vendors leaving their goods overnight do so at their own risk. **The Shrine of Our Lady of Czestochowa, the Polish American Family Festival & Country Fair and the Festival Committee are not responsible for any articles lost, stolen or damaged while on Shrine grounds. We do not provide any surveillance.**
- Generators are not permitted.
- Vendors must register at the Vendor Registration Booth prior to setup. **The Registration Booth will be located at the church gate.** During registration, your exact location will be provided. The enclosed map locations and your actual location may differ slightly due to various festival additions, township regulations, or other factors. Your location will be clearly marked. Arrangements may be made to set up prior to registration by contacting the vendor manager at VendorMgr@polishamericanfestival.org or by phone (267) 483-7383.
- Vendor's goods or displays may not occupy space outside of their designated area.
- Registration times will follow the following schedule:
 - Saturdays: 7:00 am – 10:00 am
 - All other days: 9:00 am – 10:00 am
- Break down hours will be for 1 hour after close. All exhibitors must be ready to display by noon each day and are expected to remain with their booth during the event and until close.
- For pedestrian safety, vehicles must be removed from the property at 10:00am. Please park in the guest parking lot once you have unloaded your vehicle. Late arrivals will have to carry their items to the display area. There will be no exceptions.
- Each vendor is responsible for tidying up his or her area.
- Entry to the Festival is by admission badges or wristband. Each vendor will receive 2 admission badges per rented space. It is the vendor's responsibility to transfer vendor passes to your booth workers for the days they will be supporting your booth. These badges do not entitle the bearer to any free amusement rides or food. Normal admission wristbands may be purchased at the entrance gates for additional workers or to gain access to the rides. Additional vendor's badges may be purchased for \$10 each. There is no discount provided for wrist bands.
- No pets of any type or size are allowed.
- For profit Vendors must collect sales tax on all sales and comply with Pennsylvania Sales and Use Tax regulations
- Vendors will not sell and/or display any items, advertising or merchandise of a sexual, political or otherwise inappropriate nature. We ask that you respect the sanctity of the Shrine. Any vendor displaying items deemed inappropriate by Shrine and/or Festival staff will be asked to remove the items. Any vendor not cooperating with such requests will be asked to leave the Festival and Shrine grounds without any monetary refund.
- Vendors will not sell or distribute any food or beverages without the consent of the Festival Committee.
- Vendors are asked to respect neighboring crafters and vendors, Festival participants, Shrine and Festival Staff. Any vendor causing excessive noise, displaying inappropriate behavior and/or being uncooperative will be asked to leave the Festival and Shrine grounds without any monetary refund.
- Vendors may only interact with patrons in the area immediately in front of their locations. Vendors may not interact or solicit patrons in front of another vendor's location.

HOLD HARMLESS AGREEMENT

Signature below releases The Order of Saint Paul, The First Hermit – The Pauline Fathers, The National Shrine of Our Lady of Czestochowa, The Polish American Family Festival & Country Fair, its committee and staff, from any and all personal injury including death, any and all property damage and any other liability of any kind whatsoever arising from the vendors and their staffs, sales/exhibition and use of the grounds know as Czestochowa Shrine Grounds located in New Britain Township, Bucks County, PA and agrees to indemnify and hold harmless any and all of the above parties, its agents, employees, volunteers, staff etc. against any suit for any personal injury, including death, and all property damage and any liability of any kind whatsoever including any attorney's fees expended by any of the above parties to defend any suit.

The below signee acknowledges that it shall reimburse any and all of the above parties for any damage and all damage to any property known as Czestochowa Shrine, its staff, employees, and volunteers as result of the use and occupancy of the premises by the Crafter or Vendor, their agents, employees or staff, or any person coming upon the premises in connection with the signee's use and occupancy of the premises

Signees agree that the rights and obligations under this agreement shall inure to be binding on its successors and assignees. The "Polish American Family Festival and Country Fair", The "Shrine of Our Lady of Czestochowa", or "The Order of Saint Paul, the First Hermit – The Pauline Fathers" will not be held responsible for any theft, bodily injury or damage to property occurring at said Festival and are absolved of any legal proceedings resulting from any legal actions.

By signing this application, you confirm that you have read, understand and comply with the *Rules and Regulations* as stated and agree to the *Hold Harmless Agreement*.

Name (please print): _____ Your Signature: _____ Date: _____

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Contact/Business Name: _____

Vehicle Restriction and Tent Inspection Acknowledgement

Due to our insurance regulations, the following policies will be in effect to ensure the safety of our guests, staff and vendors:

Vehicles: Vehicles are not permitted on festival grounds during festival operational hours. Insurance regulations define festival operational hours as the time 30 minutes prior to festival opening to 30 minutes after festival closing. For this reason, the festival will strictly enforce a no-vehicle policy between the hours of 10:30am to 8:30pm.

Tent Installation: All tents and membrane structures must be properly secured in case of wind (40 mph basic wind speed and 90 mph 3-second gust). Securing of the structures is the responsibility of the owner/operator. All tents will be inspected for proper installation. Texts and other vendor provided items, which are not properly secured, will not be permitted to operate until proper remedies are enacted. Non-compliance with safety regulations, as determined by the festival committee will result in the loss of your vendor space and removal of your property from the festival grounds, without refund.

In order for your application to be approved, you must initial each line below and sign this form.

Initials

Vehicle Policy

- _____ I have read and understand the vehicle policy stated above
- _____ I understand that vehicles must be removed from the property no later than 10:30am on festival day
- _____ I understand that vehicles will not be permitted on the property prior to 8:30pm on festival days
- _____ I understand that the festival may remain open during inclement weather, and vehicle restrictions will remain in place during this time
- _____ I agree to the stated vehicle regulations and acknowledge that a failure to comply will result in denial of entry to the festival or removal, without refund

Safety Policy

- _____ I have read and understand the tent safety policy stated above
- _____ I understand and agree to secure tents and other property brought on to the festival grounds
- _____ I understand that daily inspections will be held to ensure safety regulations are adhered to
- _____ I agree to the stated safety policies and that a failure to comply, as determined by the festival committee, will result in denied entry or removal from festival grounds, without refund

Name (*please print*): _____ Your Signature: _____ Date: _____

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Contact/Business Name: _____

2018 Location Selection Sheet

Please refer to the attached map, and make your selections below.

Shopping Village - Standard Spaces A2-A6, B2-B7 C2-C8, D2-D9 E2-E10, F2-F6 F10-F13, G10-G14		<u>Both weekends</u>	<u>Weekend 1</u>	<u>Weekend 2</u>	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$120	<input type="checkbox"/> \$80	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Red Section Spaces: #1-15 Shopping Village - Premium Spaces Spaces: A1, A7, B1, B7, C1, C9, D1, D10, E1, E11, F1, F7, F9, F14, G7, G9, G15		<u>Both weekends</u>	<u>Weekend 1</u>	<u>Weekend 2</u>	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$200	<input type="checkbox"/> \$150	<input type="checkbox"/> \$100	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Green Section Spaces #16-26		<u>Both weekends</u>	<u>Weekend 1</u>	<u>Weekend 2</u>	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$375	<input type="checkbox"/> \$275	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Yellow Section Spaces #27-28 15'x15' Spaces #31-36 Note: Spaces 31-36 include electricity (you must provide your own extension cord. 100' cord recommended)		<u>Both weekends</u>	<u>Weekend 1</u>	<u>Weekend 2</u>	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$500	<input type="checkbox"/> \$375	<input type="checkbox"/> \$275	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Canopy(s)	<input type="checkbox"/> \$175	<input type="checkbox"/> \$150	<input type="checkbox"/> \$125	x _____ =	\$ _____
	Location number(s) requested _____					
Subtotal						\$ _____

Blue Section Spaces #37-43 Note: Spaces in this section include a canopy and electricity (you must provide your own extension cord. 100' cord recommended). Space 37 is 15x10 but includes no canopy		<u>Both weekends</u>	<u>Weekend 1</u>	<u>Weekend 2</u>	Number of...	Totals
	Space(s)	<input type="checkbox"/> \$800	<input type="checkbox"/> \$575	<input type="checkbox"/> \$450	x _____ =	\$ _____
	Table Set(s)	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$25	x _____ =	\$ _____
	Location number(s) requested _____					
	Subtotal					

Extra Entry Badges: Qty _____ x \$10 \$ _____
 Subtract reservation deposit (if any) \$ - _____
Grand Total – Do NOT Send Payment \$ _____

eMail completed forms to: VendorMgr@polishamericanfestival.org
 ~ or ~

Mail to: Dan Chmielewski, 214 Wayside Drive, Warrington, PA 18976
DO NOT SEND A PAYMENT WITH THESE FORMS